Instructions for WITS 2020 Conference Participants and Presenters

Install or Update your Zoom Client

1. If you don't have Zoom installed, please install it by either following this link (https://zoom.us/download) or the instructions provided by your academic institution.
2. If you already have Zoom installed. Please update your Zoom client to the latest version. In particular, **version 5.3 or later is required** to use the breakout room feature during social and networking events. Here is a tutorial of how to locate your current Zoom version and update it: https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version.

Accessing Parallel Presentation Sessions

1. Zoom links to each parallel presentation session will be posted as part of the conference program.
2. Upon joining a session, you will automatically be muted and camera turned off. To keep the sessions organized, **please keep yourself muted during presentations**.
3. The session chair will organize the presentations and Q&As. You can ask questions by typing in the chat box or verbally during the dedicated Q&A time.

Accessing Panel Discussions

1. Panel / Keynote sessions will be hosted in the webinar format over Zoom.
2. Zoom links to join these sessions will be posted in the conference program.
3. As an attendee, you can ask questions in two ways. First, you can type your questions into the Q&A window to be answered by the panelists. Second, you can click the "Raise Hand" button, after which the panel moderator can unmute you to speak live.
4. You can also use the chat box to interact with other participants or the panelists. However, we ask that you use the Q&A window for questions (or ask your questions live), rather than using the chat box to ask questions.

Using Breakout Rooms for Social and Networking Events

1. We will create multiple breakout rooms for the social and network event on Dec 16th. A Zoom link for this event will be posted as part of the conference program.
2. **You must have a Zoom client later than version 5.3 to use the breakout room function.**

3. Once you join the social and network event, you can visit different breakout rooms of your choice and chat with different people. By clicking on the "Breakout Room" button on the function panel of your Zoom window, you can see a list of all breakout rooms, names of people in each room (marked by a green dot next to their names), and also a "join" button next to each room. Clicking on the "join" button will take you to that room.
4. Within each breakout room, if you encounter any issues, you can click the "Ask for Help" button, which will notify the meeting host(s) to come into your room and help you.
5. Additionally, the following link offers some guidelines of how to use breakout rooms: https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms

Instructors for Presenters in Regular Paper Sessions, Demos, Dissertations, Ignite Talks, and Industry Talks

1. Please join the session in which your work appears **at least 10 minutes before the start time**. The session chair will help you with technical testing. Please note that all times in the program are **Eastern Standard Time.**
2. Below is a table that summarizes the type, format, and session chair(s) of different sessions.

Session Type	Presentation Format	Session Chair(s)
Regular Paper	**Live presentations** (17 mins + 5 mins Q&A), with pre-recorded video as a backup in case of technical difficulty	Session A - Mochen Yang Session B - Xuan Bi Session C - Yicheng Song
Demos	Pre-recorded presentations	Konstantina Valogianni
Ignite Talks	Pre-recorded presentations	Tomer Geva Sharon Tan/Pallab Sanyal
Industry Talks	Live presentations (23 mins + 7 mins Q&A)	Session A - Jingjing Li Session B - Mochen Yang
Dissertation	Pre-recorded presentations	Session B - Xuan Bi Session C - Yicheng Song